



Planning and Environment Department

Single Dwellings in Unsewered Areas – Information Sheet

The following information is to be submitted with DA's for dwelling houses in **unsewered** areas:

1. Three (3) copies of a **site plan**. The plan is to be to scale and fully dimensioned and show:
 - Allotment boundaries
 - Site area (in square metres or hectares)
 - Location of public road/s adjoining the property
 - Any rights of carriageway, easements
 - Proposed driveway from public road to dwelling. Show driveway grade on steep sites
 - Building footprint of proposed building
 - Side, rear and front setbacks of proposed building from all boundaries
 - Existing trees near dwelling site. Indicate any trees to be removed
 - North point, date and draft person's name
 - Any significant features such as watercourses, dams, levees and rock outcrops
 - The location and uses of any existing buildings on the property including any to be demolished
 - On sloping or flood prone sites contours or spot heights
 - Extent of any cut and fill or retaining walls
 - The on-site wastewater treatment system and effluent disposal areas
 - Basix commitments
2. Three (3) copies of the **elevations** of the proposed building. These are to be to scale and show:
 - External materials and finishes, window and door locations
 - Overall height of the building and wall height to top plate from lowest point of natural ground adjacent to the wall of the building
 - Existing and proposed finished ground levels including cut and fill details
3. Three (3) copies of the **floor plans** of the proposed building. These are to be to scale, fully dimensioned and show:
 - Dimensions of rooms, walls etc, direction in which doors swing
 - The use of each room, location and size of windows and doors
 - Position of fixtures in bathrooms and kitchens
4. Three (3) copies of a **section** through the proposed building indicating construction materials and ceiling heights.
5. One (1) copy of a **Basix Certificate**. The NSW Government Building Sustainability Index (Basix) assesses the water and energy efficiency of buildings. Go to www.basix.nsw.gov.au to generate a certificate. All Basix commitments must be indicated on the plans.

6. **On-site Waste Water Management Application** and details of the proposed system. Refer to Council's On-site Sewage and Wastewater Management Strategy at www.kyogle.nsw.gov.au. In some cases a consultant's effluent disposal report will be required.
7. If the subject lot is classified as Bush Fire Prone Land the DA must be accompanied by a Bush Fire Assessment Report or a copy of *Guidelines for Single Dwelling Development Applications* completed with the appropriate information. The application may be referred to the NSW Rural Fire Service (RFS). The information required for a bush fire assessment report is contained in the document *Planning For Bushfire Protection 2006* Appendix 4 available from the RFS website www.rfs.nsw.gov.au. Council staff can advise if the land is Bush Fire Prone.
8. A completed Statement of Environmental Effects or Minor Development SEE (2 copies).
9. A completed Principal Certifying Authority Appointment and Service Agreement (2 copies).
10. If the application seeks to **vary the requirements** of Council's Development Control Plan (eg setback) you will need to provide a letter giving reasons to justify the variation sought.
11. If DA is for a **replacement dwelling** details of what is proposed for the existing dwelling are needed (eg removal, demolition or conversion to an alternative approved use). If an alternative use is proposed, this is to be nominated on the DA form and a floor plan of the building is to be submitted nominating the use of each room. Photos of the existing dwelling are required. Information required for the new use will need to be as per the Fact Sheet for that development.
12. An **Application for Water Connection/Plumbing** (if town water is available).

If a **Construction Certificate** is being applied for the following additional information is required at time of lodging the application:

- Two (2) copies of the specifications of building materials.

Prior to issue of a construction certificate the following information may be required:

- Structural Engineers details for footings, slabs, structural steel, etc
- Details of tie downs and wind bracing
- Home owners warranty insurance certificate or owner builder permit. See the Department of Fair Trading for more information.